



Information Sharing & School Improvement Service

School Census

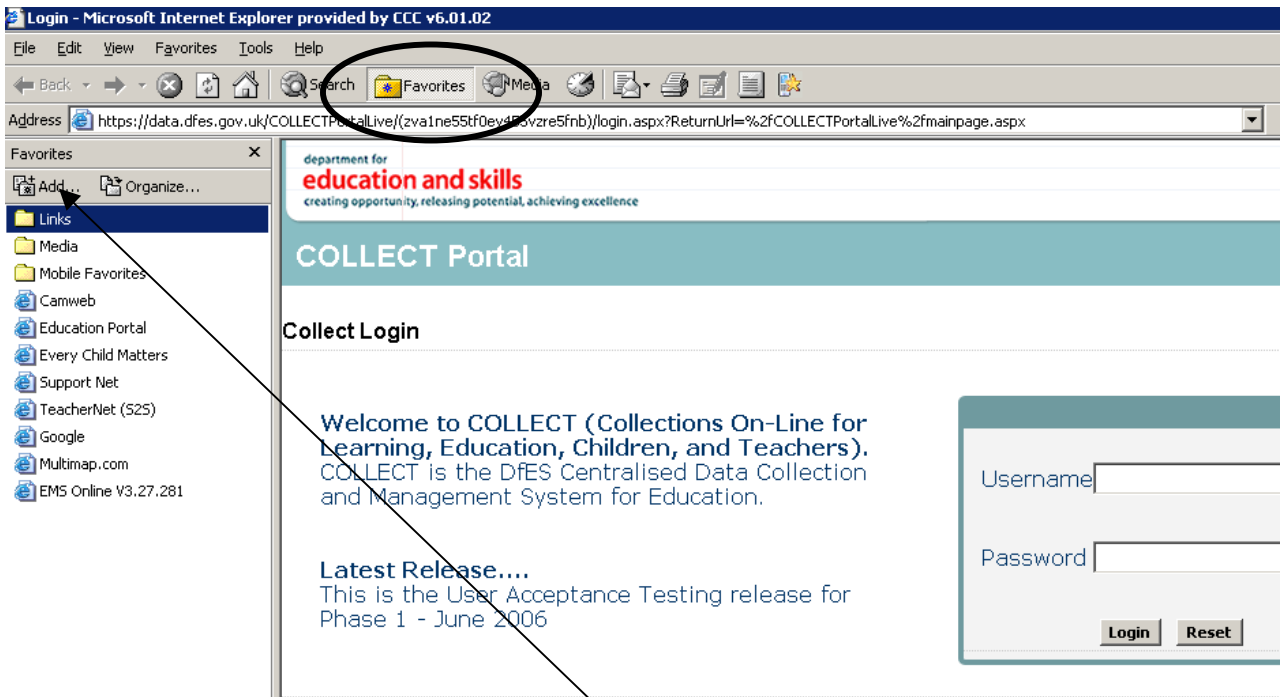
COLLECT
(Data Collection Website)

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To use the COLLECT Data Collection Website click on the following URL

<https://data.dcsf.gov.uk/COLLECTPortalLive/MainPage.aspx>

If you are unable to get onto a screen that looks similar to the one below, please let us know. There may be an Internet security setting that needs to be adjusted.



To save this URL (Link) for easy access in the future, click on the **Favourites Folder** and then click on the **Add** button. Save the URL as a link. You might want to name it **COLLECT**.

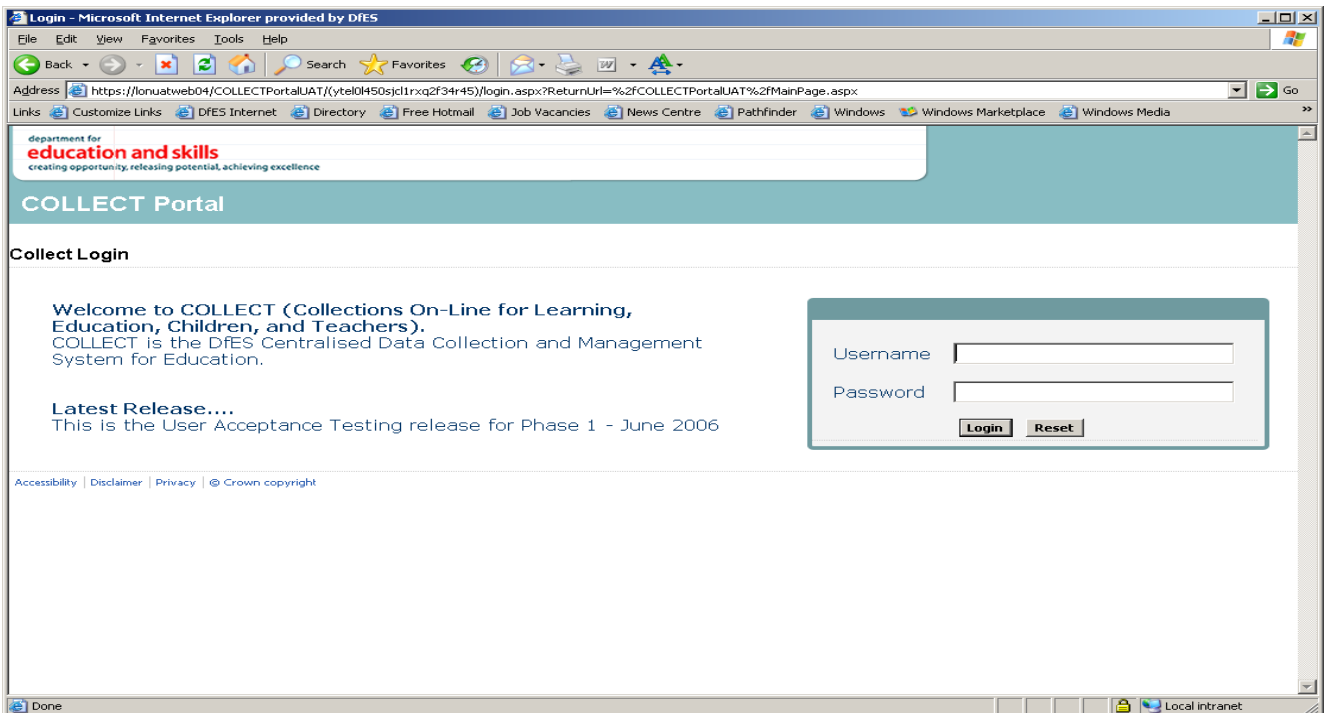
(Please note that some screen shots in these notes may vary slightly from what you will see on your screen. COLLECT is constantly being updated, so please use them as a guide.)

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Logging Onto the System

Log onto the COLLECT (Data Collection Website) using your **S2S username and password**.

**If you have forgotten or misplaced your username and password,
Please ring ISSIS on 01480 355968**



Only the school and the Local Authority can view and access Census data. The DFES cannot view or access your data until the Local Authority grant access to it. We will send you a summary of your data to confirm before this happens.

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When you first log in, the screen will present you with a list of all the data collections that the school will take part in. Be sure to select (Click on) the relevant data collection.

Select (click on) **School Census 2007_Autumn**

MY DATA COLLECTIONS

Data Collection	User Role	Organisation	Status	Due Date	Days Due
LA FSP 2007	Agent	Cambridgeshire	Live	31/08/2007 00:00:00	10
School FSP 2007	Agent	Cambridgeshire	Live	31/07/2007 00:00:00	-21
SchoolCensus 2007_Autumn	Agent	Cambridgeshire	Live	20/09/2007 00:00:00	30

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[Select Data Collection](#)

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Welcome to COLLECT (Collections On-Line for Learning, Education, Children, and Teachers).
COLLECT is the DCSF Centralised Data Collection and Management System for Education.

Latest Release....
This is release 2 of COLLECT - June 2007

***The School is the SOURCE of the data**

Click on the **Select a Data Collection** button

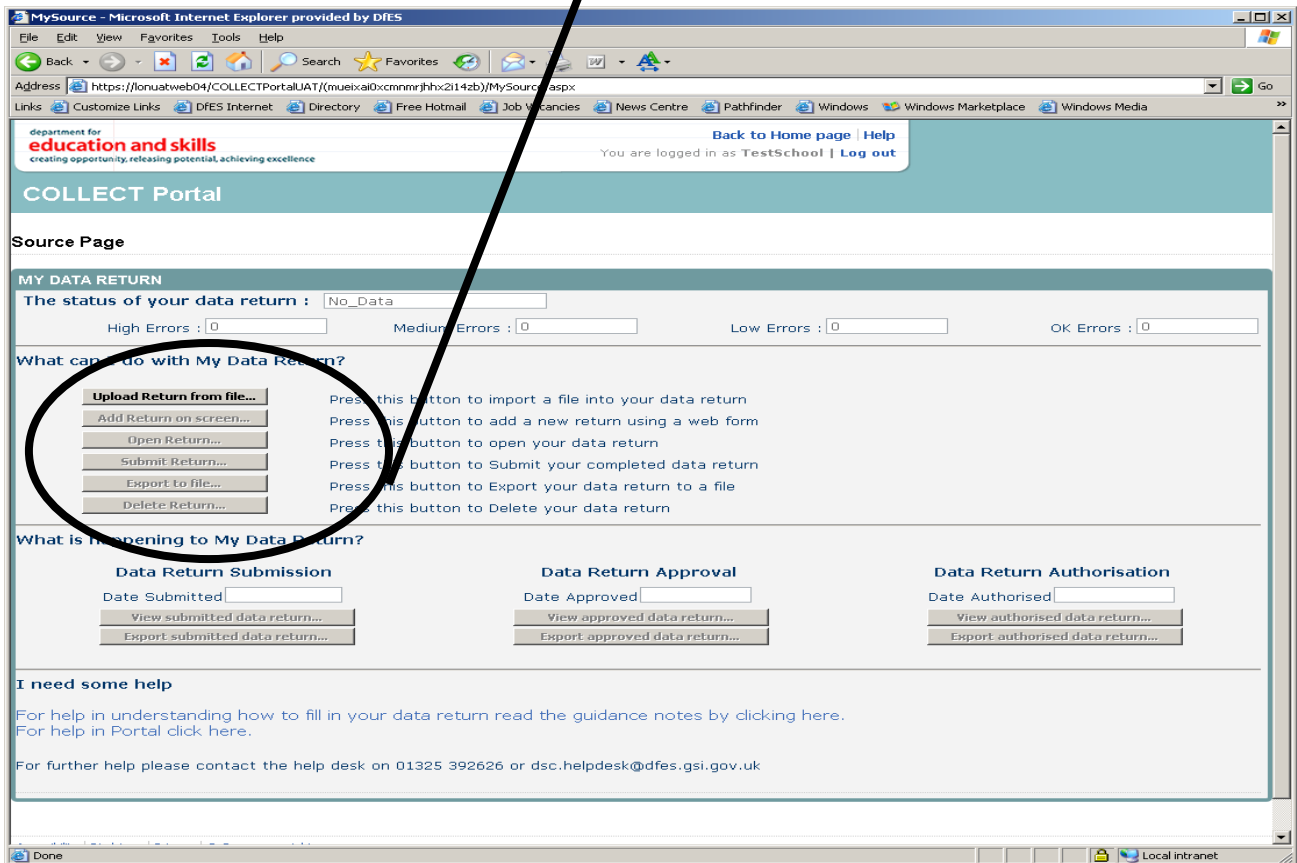
*Note on terminology - as the DfES now collects data from a wider community than just schools and Local Authorities, generic terminology for these roles has been adopted. A 'Source' is a provider of data, an 'Agent' is someone who undertakes verification and checking of that data, before it reaches the 'Collector'. Think of **source** being a school, a LA being an **agent** and the DfES being the **collector**.

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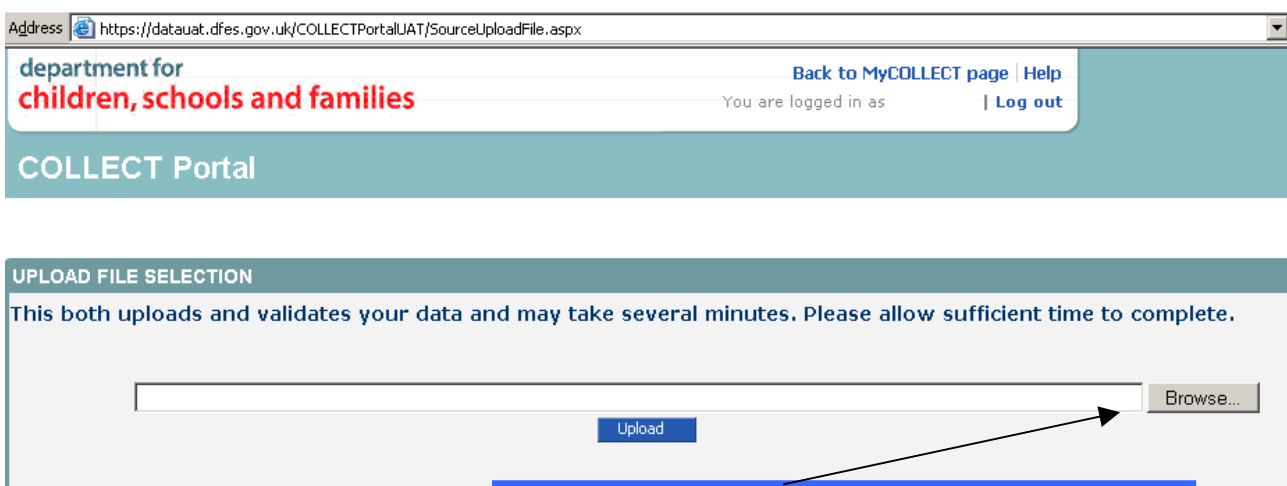
Upload Return from File;

This screen is where you will browse for your School Census file and upload it, in a similar way to the S2S website.

Click on **UPLOAD RETURN FROM FILE....** Button.



Then . . .

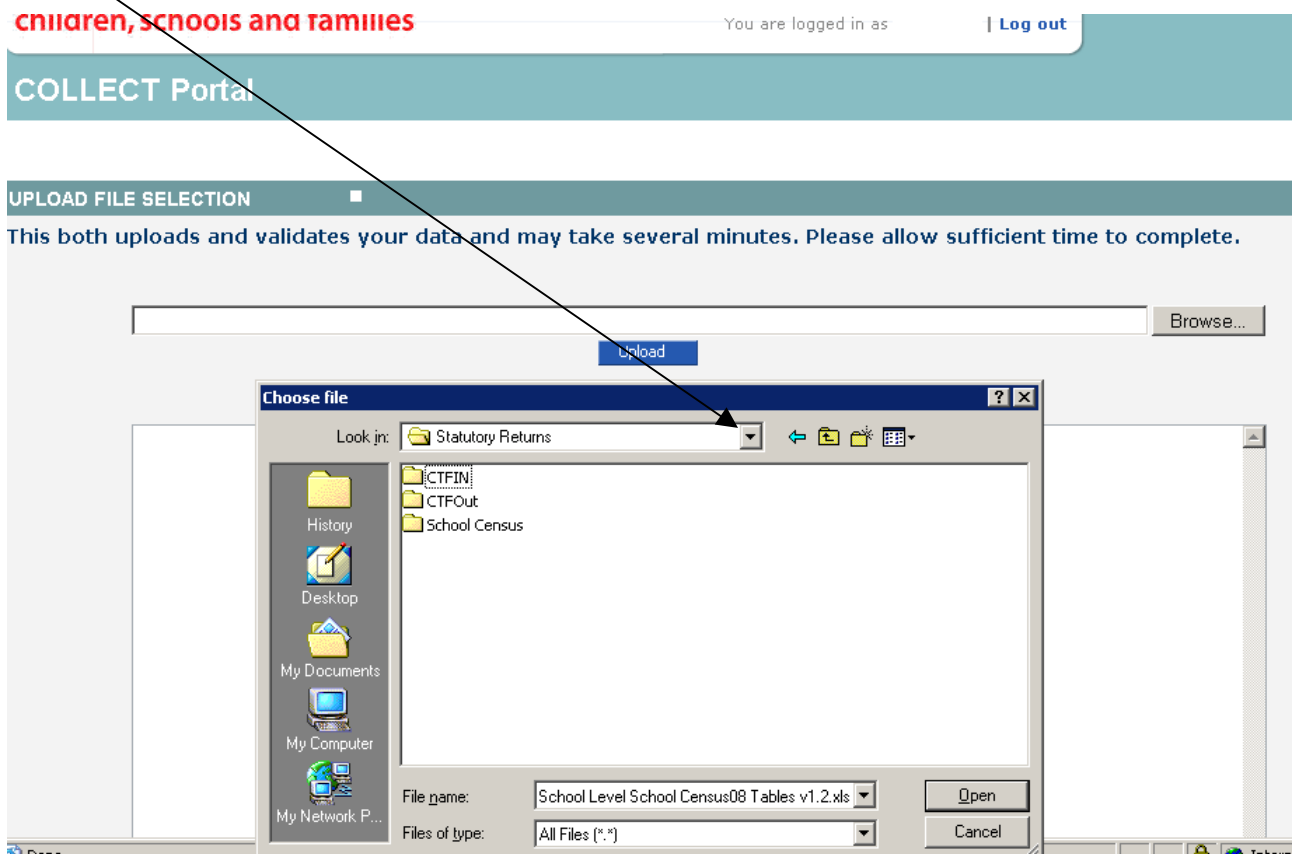


Click on the **Browse** Button

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Please note: By this stage of the process, you will have previously created an xml file in your MIS system ready for upload. A Summary Report should have been run off and the Headteacher **must** approve the return before it is uploaded.

Locate the folder where your file is stored by clicking on the arrow on the right hand corner of the **Look In** box. Navigate to the file, click on it and then click on **Open**.



The file you will need to upload will be in a format **similar** to the **example** shown below.



873xxxx_SC3_873LL07_000.XML

From:

873 = Cambridgeshire County Council
xxxx = is your school DCFS number
SC3 = Autumn Term Census (3rd one)

To:

873LL07 = CCC and Local Authority 2007
000 = sequential number of files created
XML = language required by DCFS

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The COLLECT website will not accept files that are not in the correct format i.e. xml (ctf)

You will be presented with the following screen once you have clicked on the **Open** button.

The file you have selected is then shown in the Browse box - this screen is very similar to what you used to see in S2S.

To upload the file to the COLLECT Website click on the **UPLOAD** button.

This process may take a while to upload the information. Please be patient. You will be taken back to the My COLLECT screen when it is complete.

It is important to have a close look at this screen. A summary count of any errors that have not passed the validation rules will be shown on the screen, which will need to be investigated and you will notice that the status of the data return will change to 'Loaded' and the Options Buttons relating to this return will become available at this point.

Please do not ignore errors. To view your errors you will need to click on the button that enables you to open the return. This will give you access to all the data contained within the uploaded file. **It is strongly recommended that once you have identified the errors that you go back into your MIS System and investigate and correct them at source. You will then need to re-submit your file once the Headteacher has approved it.** If you correct any errors directly within the COLLECT system, they will not show up in your school MIS system and for audit purposes this is not recommended.

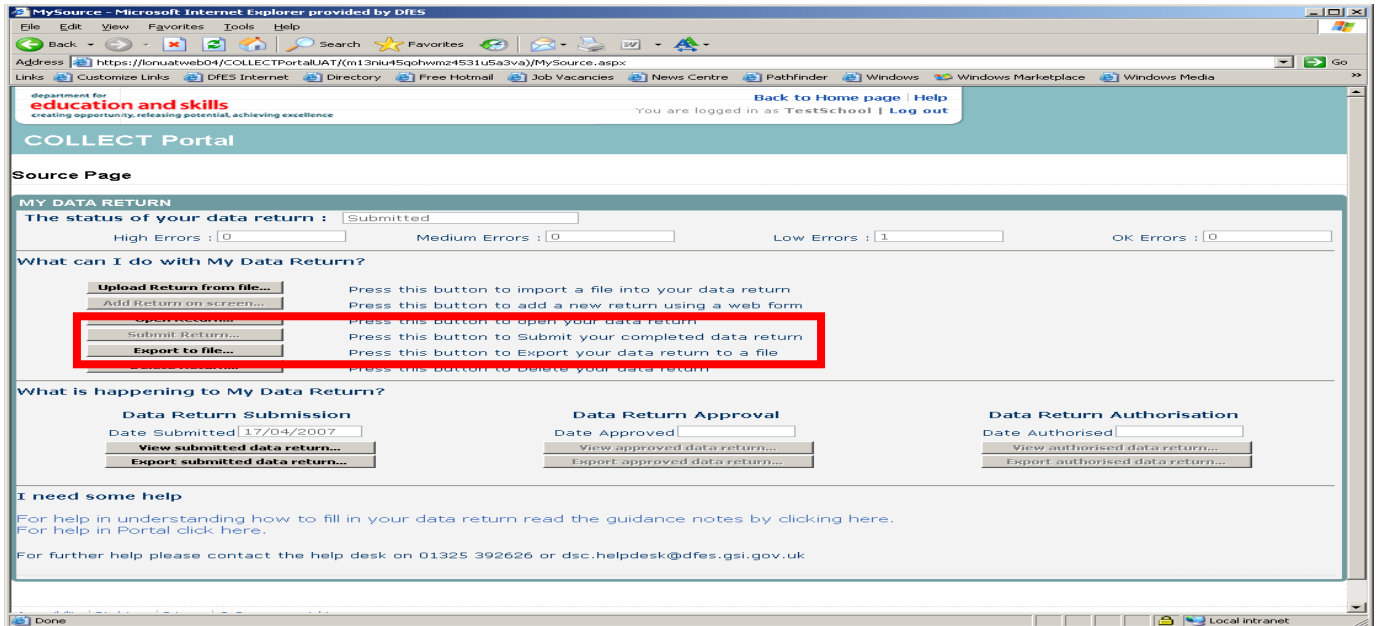
Equally, if the Local Authority find errors that require the school to investigate the data further and a correction has to be made, then a new file will need to be created within the school MIS and it will then need to be re-submitted to COLLECT.

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Submit Return

There is just one more step to complete the upload process.



Click on the **SUBMIT Return** button, (shown greyed out in the example above), this will give the Local Authority access to your file. At this point the DfES are still unable to view your data.

The process of uploading your file to the Local Authority is now complete.

Once the Local Authority have run the validation checks on your file and have agreed with you that it is correct, it will be 'Approved'. This will then give the DfES access to your data.

Re-Submissions

A re-submission may be necessary if you discover an error or omission in your data. Files can be re-submitted by following instructions from the **Upload Return from File** section above. However, if this option is chosen and a file is re-uploaded then it will completely overwrite the previous submission regardless of any work that has been carried out by with the School, LA or DCSF and any notes or history information will be lost. **Please take care when selecting this option.**

Submission is now complete and you simply need to log out of the system



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